

TOWN OF BELMONT

COMMUNITY PRESERVATION PLAN

TABLE OF CONTENTS

INTRODUCTION	3
THE COMMUNITY PRESERVATION ACT IN BELMONT	4
OPEN SPACE	8
RECREATIONAL LAND	11
HISTORIC RESOURCES	15
COMMUNITY HOUSING	19
STANDARD APPLICATION PROCESS	23
SPECIAL APPLICATION PROCESS	28
PRELIMINARY APPLICATION	29
FINAL APPLICATION	32
FUNDING PROCESS	35

COMMUNITY PRESERVATION COMMITTEE:

Margaret Velie (Chair) - Conservation Commission
Anne Marie Mahoney (Vice Chair) – Board of Selectmen Appointee
Floyd Carman (Clerk) – Board of Selectmen Appointee
Lisa Harrington - Historic District Commission
Anthony Ferrante - Recreation Commission
Gloria Leipzig - Housing Authority
Paul Solomon - Board of Selectmen Appointee
Jim Williams - Board of Parks Commissioners



Citizens of the Town of Belmont,

We are excited to present Belmont's Community Preservation Plan. The Plan contains information about the Community Preservation Act (CPA), which the Town adopted at the State Election held on November 2, 2010. The goal of the Plan is to provide a summary of the Town's resources and needs, define the goals and objectives of the Community Preservation Committee, and outline the CPA funding application process.

The Town of Belmont is privileged to have many important community assets. Preserved open space areas contain a scenic beauty that predates the Town itself. Historic resources provide a glimpse into Belmont's past, a way of measuring our progress throughout the years, and perhaps an insight as to where the Town is headed. Recreational land provides a safe place to enjoy community-based activities and games, thereby strengthening the health and well-being of its residents. Community housing allows a greater range of people to benefit from all aspects of Belmont, people who would otherwise not have the opportunity to contribute to the future of the Town.

In the following Community Preservation Plan, Belmont residents will find more information on the Community Preservation Act, potential areas of focus for future CPA projects, the requirements for CPA funding eligibility, and the funding application process. A revised Plan is likely to be presented to the Town every year to reflect new CPA projects and updated annual financial statements. Public hearings will be scheduled each year to solicit feedback from residents who wish to participate in the development of each new Plan.

We invite you to submit any comments or suggestions for the Plan to mtrainor@belmont-ma.gov or to:

**Community Preservation Committee
PO Box 56
Belmont, MA 02478**

Respectfully submitted,

The Community Preservation Committee

THE COMMUNITY PRESERVATION ACT IN BELMONT

What is the Community Preservation Act?

The Community Preservation Act (CPA) allows participating cities and towns to reserve dedicated funds for the purpose of expanding certain community assets: open space/recreational land, historic resources, and community housing. The acquisition, creation and preservation of these community assets is financed through the Community Preservation Fund, which is comprised of revenues collected from a property tax surcharge of up to 3% and annual distributions from the Massachusetts Community Preservation Trust Fund.

When did Belmont adopt the CPA?

51% of the citizens of Belmont voted to approve the Community Preservation Act at the State Election held on November 2, 2010. As per the original ballot question, a surcharge of 1.5% was added to the annual real estate tax levy beginning in FY 2012.

What is the average taxpayer cost?

In FY 2015, the annual surcharge averaged \$144.72 per Belmont single family household. Residential and mixed use properties in Belmont receive an automatic exemption for up to \$100,000 off of the residential property value. Residents who qualify as having low/moderate income can receive a full CPA surcharge exemption. More information regarding the low/moderate income CPA exemption can be found through the Assessors' Office (617-993-2630) or by visiting their page on the Town's website at www.belmont-ma.gov.

What other revenue sources contribute to Belmont's CPA fund?

The Massachusetts Community Preservation Trust Fund was established to provide an additional source of revenue for communities that chose to adopt the CPA. The state uses multiple rounds of distribution to determine how much each participating community will receive from the Community Preservation Trust Fund. Each community is eligible to receive no less than 5%, but no more than 100%, of the total surcharge assessed the previous year.

The State match, originally 100% of CPA funds collected by municipalities during the previous fiscal year, has declined since 2006 as additional communities have adopted the statute and joined the funding pool, and as registry fees which feed the State fund have suffered in a weak economy.

Fiscal Year	Local Surcharge	State Match Percentage	Total Trust Fund Distribution	State Match Distribution Date
2012	\$868,072	26.83%	\$232,884	10/15/2012
2013*	\$900,751	52.23%	\$470,418	11/15/2013
2014*	\$926,790	31.50%	\$291,615	11/14/2014

The increase in the state match during FY 2013 and FY 2014 was due to a transfer of funds from the State Budget Surplus.

The State match for FY 2015 is projected at 18%. However, the Community Preservation Coalition is advocating for \$25 million from the FY 2015 state budget surplus to be transferred to the CPA Trust Fund, which would increase the percentage match for FY 2015. The FY 2015 State match is expected to be calculated and disbursed to all participating municipalities in the Fall of 2015.

What is the current balance of Belmont's CPA Funds?

FY12 - FY15 Collection (and FY16 Appropriations)

Surcharge	\$ 3,639,136
State Match	\$ 1,166,469
Total	\$ 4,805,605

Appropriated Expenses

FY14 - FY16 CPA Projects	\$ (4,620,947)
Total	\$ (4,620,947)

Turnbacks (Unused Project/Admin Funding)

CPA Projects Under Budget	\$ 19,468
Admin Expenses Under Budget	\$ 97,831
Total	\$ 117,299

Summary

Collections	\$ 4,805,605
Expenses	\$ (4,620,947)
Turnbacks	\$ 117,299
Total Fund Balance	\$ 301,957 *

** Preliminary estimates to be updated at the close of FY 2015.*

Each year the Community Preservation Committee (CPC) requests Town Meeting to approve the annual CPA budget, which consists of projected revenues and expenses. The projected revenue is based on conservative estimates of the Town's projected CPA collection for the following fiscal year, including the projected State match as described in the previous section of this document. Although the true CPA collection is not determined until the end of the following fiscal year, the annual appropriation is considered part of the working CPA Fund Balance once it has been approved by Town Meeting.

What are the spending guidelines for CPA funds?

For each fiscal year, the community must spend or reserve at least 10% of the annual revenues in the fund for each of the following resources: Open Space/Recreational Land, Historic Resources, and Community Housing. Up to 5% of the annual revenue can be used for administrative and operating expenses associated with the Community Preservation Committee. Administrative funds cannot exceed 5% of the annual CPA revenue and do not roll over to the subsequent fiscal year administrative budget. The remaining revenue is considered undesignated, and can be used towards any of the three community asset categories.

What is the Community Preservation Committee?

The Community Preservation Committee (CPC) was formed to evaluate the community preservation needs of Belmont and make recommendations to Town Meeting as part of the annual budget process. Sponsors of community projects must receive approval from both the CPC and Town Meeting in order to receive funding for their particular community preservation purposes. The CPC consists of nine members, comprised of representatives from the Conservation Commission, Historic District Commission, Planning Board, Board of Parks Commissioners in Belmont, Recreation Commission, the Housing Authority and three members appointed by the Board of Selectmen.

The current members of the Community Preservation Committee are as follows:

Margaret Velie (Chair) – Conservation Commission	Anne Marie Mahoney (Vice Chair)
Floyd Carman (Clerk)	Anthony Ferrante – Recreation Commission
Lisa Harrington – Historic District Commission	Gloria Leipzig – Housing Authority
Paul Solomon – Member-at-Large	Jim Williams – Board of Parks Commissioners

What is the goal of the Community Preservation Committee?

The Community Preservation Committee strives to help Belmont preserve the Town's precious assets through CPA funding. The CPA fund is a powerful resource that can be used to maintain the character of Belmont, but doing so requires active members of the community to sponsor CPA eligible projects. With this in mind, the Community Preservation Committee encourages Belmont residents to spearhead their own community-based projects that uphold the integrity of our community.

What guidelines will determine a project's eligibility for CPA funds?

In determining which projects should receive CPA funding, the CPC will give preference to projects that meet one or more of the following criteria:

- Preserve or utilize currently owned Town Assets.
- Preserve the essential character of the Town as described in the Comprehensive Plan.
- Demonstrate consistency with other current and widely scrutinized planning documents that have been adopted by the Town of Belmont.
- Receive endorsement from other municipal boards or departments.
- Save resources that would otherwise be threatened.
- Benefit a currently under-served population.
- Serve more than one CPA purpose (especially those that link open space/ recreation and community housing).
- Demonstrate practicality and feasibility (especially those that can be expeditiously implemented within budget).
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Provide long-term contributions to the Town.

Open Space

Overview

While Belmont is known as the “Town of Homes”, open space has played a significant role in the formation of the Town’s character and its “green” aesthetics. The various examples of open space in Belmont act as a safeguard against the level of urbanization seen in Cambridge, Watertown, and other adjacent municipalities. Open space helps to prevent Belmont from becoming too densely populated and is therefore a major contributor to the enduring small-town feel of the community. Preserving open space also helps protect wetlands, streams, floodplains, and wildlife habitats.

Resources

According to the Comprehensive Plan, approximately 20% of the Town of Belmont is comprised of open space and 2/3 of Belmont’s open space is publicly-accessible. Some of the larger areas of public accessible open space in Belmont include:

- Beaver Brook Reservation (72 acres)
- Habitat Education Center and Wildlife Sanctuary (88 acres)
- Rock Meadow (70 acres)
- Lone Tree Hill (106 acres)
- Alewife Brook Reservation (43 acres)

Needs and Goals

The goal for open space includes protection, through acquisition or Conservation Restriction, of lands with high environmental value, high scenic character, historic significance, as well as lands which allow for the enhancement of passive recreation opportunities. According to the Open Space and Recreation Plan, the opportunities to expand the town’s inventory of open space are very limited due to the fact that the town’s land resources have been almost totally developed. As open space acts as a critical offset to the effects of urbanization, the loss of open space in Belmont would:

1. significantly decrease areas of scenic beauty and recreation now enjoyed by the public,
2. create a potential for increased ground or surface water pollution,
3. create a potential for increased flooding,
4. diminish plant diversity and wildlife habitat areas, and
5. decrease available land for passive recreation.

Considering the significant role open space plays in our community, one of the goals of the CPC is to use the Community Preservation Funds to positively affect all aspects of open space in Belmont. From large conservation lands to smaller vistas, open space has helped to define Belmont throughout the years. By taking advantage of available CPA funds, it is hoped that open space will continue to shape the character of our Town.

Possible Areas of Focus

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- **Land acquisition** – A fund to be used to acquire properties or Conservation Restrictions on properties for open space and conservation purposes in Belmont, subject to availability of purchase. Priorities are as follows:
 - Land that is undeveloped or open space land.
 - Land containing natural resources, including: surface water bodies, wetlands, vernal pools and riparian zones or other lands subject to the Wetlands Protection Act; lands of habitat or wildlife significance; lands with geologic features.
 - Land adjacent to existing open space or conservation lands – to promote connectivity of habitat; protect or enhance wildlife, water, and human corridors; and provide a buffer for existing open space.
 - Land connecting open space and conservation lands (e.g. bike trails, pedestrian paths).
 - Land that provides flood control or water storage, especially land bordering Belmont's ponds, rivers and streams and their watersheds; such lands could also provide pollution control.
 - Land that has historic significance, is scenic, provides scenic vistas, protects the character of the Town or meets the Town's recreation needs.
 - Pocket parks in densely settled areas of town, where they are currently scarce.
 - Other land listed in the Open Space and Recreation plan.
- **Other:**
 - Preserve existing public open space, conservation lands, historic lands and active and passive recreation lands.
 - Evaluate and develop plans for preserving Belmont's ponds, rivers and streams and their watersheds (Atkins, Beaver Brook, Clematis, Little River, Wellington and Winn Brook), including pollution prevention measures and invasive control of their banks. These watercourses are important for surface water protections, flood projection, wildlife corridors, as well as for aesthetic value. Possibly consider "day lighting" portions of streams.
 - Create Long Term Master Plans for the preservation of town owned conservation lands, parks and other open space including Rock Meadow and the wetlands at the Lexington border.
 - Establish a "Conservation Fund" under Chapter 40, Section 8C to allow the Conservation Commission to fund preliminary work/due diligence on potential CPA projects. Work could include background research, surveys, wetlands delineations, appraisals, or other activities to advance CPA open space purchases.
 - Demolish and remove the former dairy barn foundation in Rock Meadow. Removal of deteriorating foundation will create/preserve open space.
 - Use a portion of annual funds for invasive removals to preserve town owned open space.

Specific Selection Criteria

In order to receive CPA funding, an open space project should acquire, create or preserve:

- Land that is undeveloped.
- Land that is considered open space.
- Land containing natural resources, including: surface water bodies, wetlands, vernal pools and riparian zones, other lands subject to the Wetlands Protection Act.
- Land of habitat or wildlife significance.
- Land with geologic features.
- Land adjacent to existing open space or conservation lands that may promote connectivity of habitat; protect or enhance wildlife, water, and human corridors; provide a buffer for existing open space.
- Land connecting open space and conservation lands such as bike trails or pedestrian paths.
- Land that provides flood control or water storage, especially land bordering Belmont's ponds, rivers and streams and their watersheds.
- Land that could provide pollution control.
- Land that has historic significance, is scenic, provides scenic vistas, protects the character of the Town, or that meets the Town's recreation needs.
- Land that creates pocket parks in densely settled areas of the Town, especially where they are currently scarce.
- Land that is listed in the Open Space and Recreation Plan.

Funded Projects

There are no past or current open space projects in Belmont that have been awarded CPA grant funding.

Administrative Projects

In order to have a better understanding of the Town of Belmont's open space and community housing resources and needs, the Conservation Commission and the Belmont Housing Trust jointly sponsored the use of Community Preservation Act administrative funds to engage the services of a qualified Land Use Planner. Vanasse Hangen Brustlin, Inc, the selected Land Use Planner performed the following:

- 1). Studied the needs, possibilities and resources of the Town of Belmont with respect to Open Space and Community Housing;
- 2). Developed a sample inventory form and evaluation matrix;
- 3). Created a system for ranking properties in the Town of Belmont to enable the CPC to prioritize town funds when protecting Open Space or developing Community Housing.

Recreational Land

Overview

Recreational land plays a significant role in making Belmont a desirable town for prospective residents. Parks and fields provide a venue for numerous community-based programs to thrive. They encourage people to be actively engaged in their community, and recreational land continually succeeds in fostering meaningful social connections in Belmont.

Resources

Some examples of recreational land in Belmont include:

- Town Field
- Pequossette Playground
- Grove Street Field
- Washington Street Playground
- Underwood Pool and Playground
- Belmont Elementary Schools
- Belmont High School multi-purpose field and athletic facilities
- Payson Park

Needs and Goals

The increase in Belmont's school population has put a strain on the existing recreational facilities. According to the Open Space and Recreation Plan, school enrollment increased by more than 20% between 1990 and 2008. In order to accommodate this increase, existing recreational facilities require extensive improvements. Creating additional playground and recreational space would also significantly help Belmont to address the needs of its expanding population.

Possible Areas of Focus

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- Purchase open space to use as hybrid recreational space providing passive and active recreation opportunities.
- Preserve Belmont's parks, playgrounds and recreational facilities.
- Create new walking and biking paths; link them into a regional and town-wide network, and increase public use and access.
- Improve elderly and disability access to recreational land.

- Increase or designate more pathways from neighborhoods to commercial village centers and schools and to inter-town trails both to the East and West.
- Increase or designate more pathways from neighborhoods to commercial village centers and schools while increasing awareness of safety and neighborhood and community history along the paths.

Specific Selection Criteria

In order to receive CPA funding, a recreational land project should acquire or preserve:

- Land that has historic significance, enhanced scenery, ecological contribution, or additional recreation sites for Belmont residents.
- Land that is contiguous to recreation site and/or structure.
- Land that may offer protection to wildlife within the recreation site.
- Land that connects the recreation site to open space.
- Land that enhances the public spaces surrounding a recreation site and/or structure.
- Land that provides flood control and/or water storage at a recreation site and/or structure.
- Land that acts as a natural buffer to a recreation site and/or structure.

Funded Projects

The following projects were approved to receive FY 2016 CPA funds at the Town Meeting session held on May 6, 2015:

- **Pequossette Tennis Courts Rehabilitation and Restoration**
 - \$295,000
 - Remove and replace the four tennis courts at the Pequossette Playground. The cost estimate includes the construction, professional design, specification preparation, and construction administration (including periodic inspection) by a Landscape Architect to ensure the quality of the work. Project anticipated to be completed in the summer/fall of 2015.

The following projects were approved to receive FY 2015 CPA funds at the Town Meeting session held on May 7, 2014:

- **JV Field Irrigation**
 - \$8,700
 - Upgrade the irrigation system so that sod can be used in place of grass for the Town owned JV field located on Concord Ave opposite Cottage St. It is no longer possible to plant grass and attain a solid root system prior to the beginning of the new season, and by upgrading the irrigation system Belmont Soccer Associate can use sod to improve the quality of the JV field.
 - **Status (as of July 17, 2014):** The project has been completed and all CPA funds appropriated for this project have been expended.

- **Daniel Butler School Playground Project (Phase II)**
 - \$66,524
 - Complete the second phase of construction for the new Daniel Butler School Playground, which was shut down in the Fall of 2011. The goals of the project are to increase lighting and signage, increase the number of trash receptacles, stump edging around perimeter, repaint basketball courts and hard top, and make improvements on the back field.
 - **Status (as of April 29, 2015):** Work is expected to begin after the end of the 2014 / 2015 school year. Project sponsors have supplied a complete list of purchase orders and the selected vendors. The project is within budget and is expected to receive pro-bono supplies and services from Joe White, Sr and the Belmont Department of Public Works.
- **Winn Brook Field Renovation**
 - \$100,000
 - Renovate the Town owned recreation fields at Winn Brook elementary school for the long term use by the residents of Belmont. The project will be implemented in two phases to ensure that there are some fields available to the community during the renovation project. The goals of the project are to create a drainage system, an irrigation system, and additional playing space.
 - **Status (as of May 13, 2015):** All work for this project has been completed and all subsequent invoices have been paid in full. The remaining appropriated balance of \$3,626.46 has been transferred to the undesignated CPA fund.
- **Underwood Pool**
 - \$2,000,000
 - Fund the construction of the final design for the new Underwood Park complex, a Town asset that has been available for all Belmont residents to use for the past 100 years. More information regarding the Underwood Pool project can be found online at <http://www.belmont-ma.gov/underwood-pool-building-committee> .
 - **Status (as of April 29, 2015):** The anticipated completion date is August 2015. Discounted memberships for summer passes are currently being sold, which will grant patrons access to the Belmont High School pool during the Underwood pool construction period.

The following projects were approved to receive FY 2014 CPA funds at the Town Meeting session held on May 1, 2013:

- **Intergenerational Walking Path Plan at Clay Pit Pond**
 - \$20,000
 - Engage the services of a Registered Landscape Architect to design a fully accessible walking/fitness trail to rehabilitate, restore and preserve the existing paths and landscape at Clay Pit Pond.
 - **Status (as of May 13, 2015):** A public meeting is scheduled for June 15, 2015, at which point the Final Plan will be presented.

- **Irrigation Improvements at Rock Meadow Community Gardens**

- \$10,000
- Improve and expand the existing water supply system servicing 137 garden rental plots within the Community Gardens at Rock Meadow. The improved irrigation system will address leakage issues, variations in water pressure, and the need for additional spigots.
- **Status (as of May 13, 2015):** After changing the scope of the project and resubmitting an IFB, project sponsors received and accepted a bid for approximately \$8,000.

- **Joey's Park Rehabilitation**

- Up to \$100,000
- Rebuild Joey's Park using a combination of public and private funding sources. The construction will be done through a community build, with members of Play By Design acting as construction supervisors and volunteers acting as crew captains and laborers. The design of the park was completed in the fall of 2012, with the help of 450 Belmont children who contributed ideas for the new park during a community-wide Design Day on September 6, 2012.
- **Status (as of February 12, 2014):** The project has been completed and all CPA funds appropriated for this project have been expended.

- **Underwood Park (Plan and Design)**

- Up to \$298,000
- Funding the design for rebuilding the Underwood Pool and possibly a multi-purpose athletic field, using the results of the Feasibility and Preliminary Design Study that has already been funded by the Town. The \$298,000 is for design only, and will not be used to fund any construction work.
- **Status (as of January 15, 2015):** The project has been completed and all CPA funds appropriated for this project have been expended.

▪ Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>.

Historic Resources

Overview

Belmont has maintained its small-town charm, despite its close proximity to larger cities. One significant contributor to this enduring Town characteristic is the preservation of its historic buildings and landmarks. Belmont is known as the “Town of Homes”, and the numerous historic buildings bring a unique appearance to each residential neighborhood. This helps to create an attractive and welcoming community, and each historic building acts as a functioning monument to a small piece of Belmont’s larger history.

Resources

There are many historic houses within the community. The Pleasant Street Historic District contains approximately 100 structures adjacent to Belmont Center, including historic homes as well as public buildings.

The inventory of Belmont’s Historic Resources is currently incomplete. However, Town Meeting approved the allocation of \$115,000 of FY 2014 CPA funds for the Comprehensive Cultural Resources Survey of Belmont (see page 18). The goal of the project is to create an inventory of landmark buildings, open spaces, and historic patterns throughout the Town. Along with being an important decision-making tool for future resource protection and development, the Survey will also be used to update the CPA Plan with notable examples of Belmont’s Historic Resources.

Needs and Goals

The increasing energy costs for aging buildings, combined with the substantial expenses associated with historic renovations, create financial challenges for Belmont. According to the Comprehensive Plan, areas with historic properties appreciate in value at an annual rate that is 50% higher than in areas lacking the presence of historic properties. However, the Town’s operating budget is not equipped to address all of the mounting needs of Belmont’s historic resources. With this in mind, the CPC hopes that CPA funds will be used to shoulder the burden of historic renovation costs in order to:

1. broaden preservation and protection of Belmont’s historic buildings and
2. preserve, rehabilitate, and/or adaptively re-use Belmont’s historic public buildings and places.

Possible Areas of Focus

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- Scan and access to permanent records of Town of Belmont (minutes, reports, etc.).
- Upgrade vault spaces to adequately address environment controls to achieve “archival” quality.
- Restore the Brick Barn at Rock Meadow for use as an environmental/nature study center – or for use as an artists’ facility to replace the studios and classrooms lost when the Kendal School burned.
- Renovate and expand the Municipal Light building and police station – built in the 1930s.

Specific Selection Criteria

In order to receive CPA funding, an historic project should:

- Identify, document, protect, preserve, restore and/or rehabilitate historic resources such as:
 - historic structures,
 - historic districts,
 - historic sites,
 - historic landscapes,
 - historic objects.
- Support the adaptive reuse of historic properties.
- Fall within the Belmont Historic District, appear on a State or National Historic Register or qualify for placement on such registers.
- Demonstrate a public benefit.
- Protect a threatened or vulnerable historic resource through acquisition or a preservation restriction.
- Contribute to the long term maintenance and sustainability of an historic resource.

Funded Projects

The following projects were approved to receive FY 2016 CPA funds at the Town Meeting session held on May 6, 2015:

- **Belmont Veterans Memorial Project**
 - \$60,000
 - Restore and preserve the existing monument to Belmont citizens who died fighting in the "Great War." The monument is located at the intersection of Concord Avenue and Common Street. The project will remove paint from the monument and clean all surfaces as well as the surrounding mason railing and pavers. It will preserve the monument by repointing joints and waterproofing against weathering and environmental wear.

- **1853 Homer House Rehabilitation and Restoration**
 - \$100,000
 - Address high-priority preservation and rehabilitation needs of the 1853 William Flagg Homer House as described in the professional Building Survey and Investigation (funded by Town Meeting, through CPA, in 2013), and as necessary to follow the Winter 2014 emergency work (funded by the Belmont Woman's Club and the Belmont Savings Bank) that involved the temporary stabilization/netting of the House's cupola for public safety. The cupola interior itself remains vulnerable to the elements; the netting merely prevents projectiles from the roof.
- **Wellington Station Exterior Restoration and Rehabilitation**
 - \$26,300
 - Restore and rehabilitate the building by replacing the existing roof, which is an important original design feature that must be replicated in-kind to preserve the building's historic appearance. The Wellington Station is a highly visible local landmark close to Belmont Center and a new roof is imperative for the long-term survival of this building by ensuring it is weather-tight.
- **Digitization of Belmont Newspapers (1890-1923)**
 - \$17,923.24
 - Digitize the local Belmont historical newspapers from 1890-1923 that are no longer published and in the public domain. Currently the local newspapers are only available in the library on microfilm. The library owns the master reels of microfilm

The following projects were approved to receive FY 2015 CPA funds at the Town Meeting session held on May 7, 2014:

- **Belmont Community Moving Image**
 - \$12,000
 - Maintain a community archive that will preserve the unique history, culture, visions, and voices of Belmont through film and video. The project will preserve historic resources for the Town and will enable anyone to access the video history of Belmont. The archives will benefit historians, elected officials, civic activists, and students looking to research the history of the town in which they live.
 - **Status (as of May 13, 2015):** The project sponsors are in the process of purchasing the equipment needed to begin the archival process.

The following projects were approved to receive FY 2014 CPA funds at the Town Meeting session held on May 1, 2013:

- **Building Survey & Investigation of the 1853 William Flagg Homer House**
 - \$10,000
 - Conduct a professional building survey and investigation of the interior and exterior envelope of the 1853 William Flagg Homer House.
 - **Status (as of May 14, 2014):** All work for this project has been completed and all subsequent invoices have been paid in full. The remaining appropriated balance of \$500.00 has been transferred to the undesignated CPA fund.
- **Town Hall Concord Ave Door Remediation**
 - \$72,000
 - Renovate the three Town Hall exit doors facing Concord Ave. These doors were not restored during the first two Town Hall renovations. This project would use the requested funds to complete the overall appearance of the Town Hall.
 - **Status (as of February 20, 2015):** All work for this project has been completed and all subsequent invoices have been paid in full. The remaining appropriated balance of \$129.50 has been transferred to the undesignated CPA fund.
- **Comprehensive Cultural Resources Survey of Belmont**
 - \$115,000
 - Create a town-wide survey and inventory of historic properties, neighborhoods and other historic resources in Belmont.
 - **Status (as of April 9, 2014):** Project is currently on schedule. Sponsors will be meeting with the vendor on July 2, 2015 and a detailed update will be provided to the CPC at the July 8, 2015 meeting.
- **Preserving and Digitizing Belmont's Vital Records**
 - Up to \$100,000
 - Hire a suitable vendor to conduct and prepare a Conservation Survey in order to determine the best approach to conserving original vital records of births, deaths and marriages in Belmont. The funds that remain after this survey is completed will be used to scan and preserve the most critical volumes.
 - **Status (as of April 29, 2015):** The indexing and digitizing of Belmont's vital records is in progress. A final report regarding the conservation of vital records has been submitted, which includes "specific recommendations about treatment of 480 individual volumes." State Archive conducted a free evaluation of the Town Clerk's vaults and determined the effect current conditions will have on vital records and other materials.

▪ Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>.

Community Housing

Overview

With higher than average property values and rental rates, lower income residents face serious financial obstacles that affordable housing can help overcome. By helping those who are struggling to keep afloat during difficult economic times, Belmont recognizes that citizens from all levels of income make up the fabric of our Town and values their ongoing contributions to our community's identity. Additionally, the needs of Belmont's elderly and disabled should never be overlooked.

Resources

Belmont has 262 units of affordable state subsidized public housing developed by the Belmont Housing Authority (BHA) between 1949 and 1988. This inventory includes Belmont Village, a 100-unit development of two- and three-bedroom apartments for returning veterans and their families. There are also two developments of one-bedroom units for the elderly and disabled.

Affirmative Investments was selected by the Board of Selectmen on the recommendation of the Belmont Housing Trust which sponsored the development of the section of the McLean property designated for affordable housing. In 2009 Affirmative Investments completed the Waverley Woods Apartments on Trapelo Road, an affordable rental development consisting of 40 units ranging from one to four bedroom townhouses and apartments. Waverley Woods has received multiple awards for being a socially responsible housing development, as well as for its "green" construction.

(<http://www.davissquarearchitects.com/project/waverley-woods-belmont-ma>)

Needs and Goals

According to the FY2006-2010 Consolidated Plan and Strategy, Belmont has a lack of developable affordable housing sites and an extremely low vacancy rate. Additional housing units need to be created in order to accommodate the 1,631 individuals and families on the waiting list for affordable housing in Belmont as of June 5, 2014. The affordable housing units that are available face the impact of increased energy prices, deferred maintenance costs, and lead paint hazards. As financial assistance from the state has decreased over the years, the Belmont Housing Authority's budget is strained from operational and routine maintenance costs alone. The CPA fund can be used as an additional resource for the Town to address these mounting issues that affect our elderly, disabled, and low income residents.

Possible Areas of Focus

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- Work with the Belmont Housing Trust to assist with the creation of 8-10 units of supported independent living.

Specific Selection Criteria

In order to receive CPA funding, a community housing project should:

- Preserve existing affordable housing by meeting one or more capital need(s) of a property.
- Assist in the financing or construction of new affordable housing, especially
 - multi-family rental sites,
 - homeownership programs with limited equity,
 - single-room occupancy programs for a specific class of individuals.

Funded Projects

The following projects were approved to receive FY 2016 CPA funds at the Town Meeting session held on May 6, 2015:

- **Belmont Village Electrical Upgrade – Internal Wiring**
 - \$522,500
 - This is the second request for CPA funds for electrical upgrades to Belmont Village. The first request was approved by Town Meeting in 2014 for \$165,000 and paid for upgrading 6 of the 25 buildings. This FY16 project will replace the electric panel, all wiring, the receptacles and the light switches in each apartment in the remaining 19 buildings. Each receptacles will have three wire circuits (Hot, Neutral, Ground), and Ground Fault Circuit Interrupter protected outlets will be installed in the kitchen, bathroom, and basement areas. As required by code, the project would also install Arc-Fault protected circuits.

The following projects were approved to receive FY 2015 CPA funds at the Town Meeting session held on May 7, 2014:

- **Belmont Village Electrical Upgrade – Internal Wiring**
 - \$165,000
 - Add additional circuits and upgrade the electrical panels at six of the twenty-five buildings at Belmont Village in order to decrease circuit overloads within the apartments. The interior electrical wiring has not been upgraded since it was installed in 1949.
 - **Status (as of April 29, 2015):** Project sponsors are bidding for work on the first two apartment units, as a means of creating a plan of action to be used for the remaining apartment units.
- **First Time Homebuyer Assistance**
 - \$375,000
 - Establish a First-Time Homebuyer Assistance Program, in order to make a small number of homes affordable to families or individuals just entering the housing market. This amount of funding is needed to start a program and justify the frontend effort and costs. The program is being modeled on ones implemented in other communities, adjusted for Belmont's particular market.
 - **Status (as of May 15, 2015):** The program was advertised through the Town's website, the Belmontonian, the Belmont Citizen Herald, the Library, and the Senior Center. There is a high level of interest for the program and the Belmont Housing Authority anticipates receiving a fair number of applications by the June 15, 2015 deadline.

The following projects were approved to receive FY 2014 CPA funds at the Town Meeting session held on May 1, 2013:

- **Belmont Village Electric Service Upgrade – Underground Wiring**
 - \$147,000
 - Replace all of the existing direct buried underground electric services to twenty-one buildings, with new conductors installed in new underground conduits at Belmont Village. The underground cables have not been replaced since the development was originally built in 1949.
 - **Status (as of February 12, 2014):** All work for this project has been completed and all subsequent invoices have been paid in full. The remaining appropriated balance of \$18,838.78 has been transferred to the undesignated CPA fund.

▪ Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>.

Administrative Projects

In order to have a better understanding of the Town of Belmont's open space and community housing resources and needs, the Conservation Commission and the Belmont Housing Trust jointly sponsored the use of Community Preservation Act administrative funds to engage the services of a qualified Land Use Planner. Vanasse Hangen Brustlin, Inc, the selected Land Use Planner performed the following:

- 1). Studied the needs, possibilities and resources of the Town of Belmont with respect to Open Space and Community Housing;
- 2). Developed a sample inventory form and evaluation matrix;
- 3) Created a system for ranking properties in the Town of Belmont to enable the CPC to prioritize town funds when protecting Open Space or developing Community Housing.

Community Preservation Committee Town of Belmont

Standard Application Process

Step One

Applicants must submit ten copies of the **Preliminary Application** to the Community Preservation Committee (CPC) by no later than 4pm on October 2, 2015. Applications will be date stamped and assigned a control number in the order that they are received. The CPC will review submitted applications to ensure the proposed projects can be legally funded from Community Preservation funds, and are consistent with the goals for CPA funding as set forth in the current Community Preservation Plan.

Please review the CPA legislation and the Belmont CPA Bylaw prior to submitting CPA funding applications.

<http://www.belmont-ma.gov/community-preservation-committee>

Applicants are invited to attend the CPC's Public Meeting on September 17, 2015 to ask any questions they may have regarding the application process.

Step Two

If a project is determined to be eligible for CPC funds, the applicant will be asked to complete a **Final Application**.

Please note that an invitation to submit a Final Application does not imply project approval or endorsement from the CPC. Only after reviewing all final applications will the CPC determine which projects to recommend to Town Meeting.

The following information will be required to complete the final application:

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measured?
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

Additional information, as applicable, may also be required. Such as:

- **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
- **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
- **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
- **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
- **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
- **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
- **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

- **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
- **Further Attachments:** Assessor's map showing location of the project.

Applicants will present their projects at the CPC Public Meeting on November 12, 2015 and address questions from Belmont residents. It is required that information about the project be in writing and copied for distribution and review at the Public Meeting. This is also an opportunity for project sponsors to ask the CPC any questions regarding the application process.

Ten copies of the Final Application must be submitted to the CPC by no later than 4pm on December 4, 2015 in order to be considered for the Spring 2015 Town Meeting. Applications will be date stamped and assigned a control number in the order that they are received.

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, preliminary applications and final applications will not be accepted after their respective deadlines. **In order for the CPC to consider a project proposal that cannot adhere to the deadlines as outlined in the Standard Application Process, the project must meet the additional selection criteria as outlined in the Special Application Process (see page 28).**

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the proposed project. Applicants will be notified by January 15, 2016 whether the CPC plans to recommend their project at the 2016 Annual Town Meeting.

Step Three

The selected applicants will submit an electronic copy of their completed Town Meeting Project Summary Form to the CPC by March 1, 2016. The CPC will consult with the Board of Selectmen, Warrant Committee, and Capital Budget Committee regarding the selected projects. The CPC will then reassess each project during the CPC Meeting on March 9, 2016. The CPC will review the outcome of the Town board advisory meetings and examine whether sponsors have performed sufficient research to identify the secondary budgetary effects of their projects. **The CPC reserves the right to withdraw its support for any proposed project at this CPC Meeting or at any point prior to the 2016 Annual Town Meeting.**

Any PowerPoint slides intended to be used for the 2016 Annual Town Meeting will be submitted by April 1, 2016. **The selected applicants will be present at the League of Women Voters Meeting in April 2016 to give a brief five minute presentation on their project and to answer questions from the public.**

The CPC will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the 2016 Annual Town Meeting.

The CPC may recommend:

- the project as proposed by the applicant,
- a modified version of the original project,
- partial funding for the project,
- funding for only a portion or phase of the proposed project.

The CPC's recommendations to Town Meeting may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance.

Step Four

The CPC will read the articles for each of the recommended projects at Town Meeting for discussion and vote. The selected applicants will give a brief five minute presentation on their project and answer questions from Town Meeting members. Town Meeting has the final authority to award the CPC's recommended funds from Belmont's Community Preservation Act Fund.

Step Five

Funding will be available for Approved Projects following an affirmative vote of Town Meeting, starting July 1st of the applicable fiscal year.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors are required to meet with Belmont's Procurement Coordinator before the Town will enter any into contracts or issue any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

All CPA funds are administered and disbursed by the Town of Belmont. Project management, oversight, execution, and financial control will be under the control of the Town Administrator or his designee.

For more information regarding the **Funding Process**, see page 35.

The CPC requires periodic status updates from the recipients of CPC funding. Updates will occur no less than annually and upon project completion. Written updates will be coordinated by the Staff Liaison. The purpose of such an update is to aid the CPC in refining the CPA Plan, in identifying issues that may assist future applicants, and in reporting progress to the Town.

Projected 2015/2016 CPA Timeline

July 1, 2015	Preliminary Applications Available
September 17, 2015	Public Meeting [7:00 pm]
October 2, 2015	Preliminary Applications Due [4:00 pm]
November 12, 2015	Public Meeting [7:00 pm]
December 4, 2015	Final Applications Due [4:00 pm]
January 15, 2016	CPC Selects Projects
March 1, 2016	Project Summary Reports Due
April 1, 2016	PowerPoint Files Due (if applicable)
Late April 2016	League of Women Voters Meeting
May 4, 2016	Town Meeting

If you have additional questions about this process, please contact:

The Community Preservation Hotline
617-993-2774

-or-

Michael Trainor
mtrainor@belmont-ma.gov

The following is a list of the appointed committee members:

Margaret Velie, Chair
Conservation Commission Designee

Anne Marie Mahoney, Vice Chair
Selectmen Appointee

Floyd Carman, Clerk
Selectmen Appointee

Anthony Ferrante
Recreation Commission Designee

Lisa Harrington
Historic District Commission Designee

Gloria Leipzig
Housing Authority Designee

Paul Solomon
Selectmen Appointee

Jim Williams
Board of Parks Commissioners

Community Preservation Committee Town of Belmont

Special Application Process

Use of the **Special Application Process** is only granted by the CPC under the unique circumstances that a significant opportunity would otherwise be lost if the application were to be processed using the standard timeline (as outlined in the **Standard Application Process** on Page 23).

The CPC will allow an applicant to utilize the **Special Application Process** only if the project meets the General Selection Criteria on Page 7, the Specific Criteria for the affected community asset category, and the following additional criteria:

- The proponents were unaware of the opportunity to undertake the project; or the proponents did not have authority to identify the opportunity prior to the **Preliminary Application Deadline** of October 2, 2015.
- The applicant has either: (a) a letter of intent signed by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more Town Boards with responsibility for projects of a similar nature.
- Failure to secure CPA funding will create a high likelihood that the project will not be able to be carried out to the benefit of the Town, because the opportunity is of very short duration.
- Appropriation of CPA funding will contribute materially to the likelihood of success for the project.
- The project holds a high priority in the Comprehensive Plan, the Housing Plan, the Open Space and Recreation Plan, or other planning documents currently accepted and utilized by the Town.

Should the CPC grant use of the **Special Application Process**, the CPC will continue to adhere to the applicable procedures as outlined in the **Standard Application Process**. Only the pertinent submission and hearing deadlines will be changed in order to accommodate the unique conditions surrounding the proposed project.

If the timing of the application is such that the CPC cannot meet the deadline for the Annual Town Meeting, the applicant or the Selectmen must call a **Special Town Meeting** for the purpose of considering the appropriation of CPA funds for the proposed project. The CPC will not be responsible for recommending a **Special Town Meeting** or any other changes in the Town's calendar.

Community Preservation Committee Town of Belmont

CPA Funding - Preliminary Application

Ten copies of the completed Preliminary Application must be submitted to the following address
by no later than 4pm on October 2, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title_____

Applicant/Contact Person_____

Organization_____

Mailing Address_____

Telephone_____ **E-mail**_____

Signature_____ **Date**_____

CPA Category (refer to chart on the following page and check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Recreation |

Amount Requested_____

Total Project Cost_____

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

DEFINITIONS (G.L. c. 44B, § 2)	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
	Land to protect existing and future wetlands, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100% and low income is less than 80% of US HUD Area Wide Median income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seidman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes		Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable				Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

Brief Description of Project

Include the address/location and current owner of the property, as well as any critical dates. Please attach supplemental information (photographs, drawings, documents, etc.) as desired

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Brief Description of Benefit

How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines?

[illegible]

Community Preservation Committee Town of Belmont

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address **by no later than 4pm on December 4, 2015:**

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title_____

Applicant/Contact Person_____

Organization_____

Mailing Address_____

Telephone_____E-mail_____

Signature_____Date_____

CPA Category (*check all that apply*):

☐ Community Housing

☐ Historic Preservation

☐ Open Space

☐ Recreation

Amount Requested_____

Total Project Cost_____

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
6. **Credentials:** How will the experience of the applicant contribute to the success of this project?
7. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
8. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)
9. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
10. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
11. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.

3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
9. **Further Attachments:** Assessor's map showing location of the project.

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Belmont's Procurement Coordinator before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

Community Preservation Committee Town of Belmont

Funding Process

Initial Documentation

Following approval from Belmont's **Annual Town Meeting** or **Special Town Meeting**, the Community Preservation Committee will notify grant recipients of the funding that has been awarded. This award letter will outline any terms, funding conditions, or additional instructions applicable to the approved CPA grant. A confirmation of receipt must be returned to the CPC as proof that project sponsors received the procurement procedures and accepted the terms and conditions outlined in the award letter.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors are required to meet with Belmont's Procurement Coordinator before the Town will enter any into contracts or issue any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

Should a property or artifact that has benefitted from CPA funding be sold or given to a new owner within five years of the award letter's issuance date, the CPA fund must be reimbursed the entire amount awarded unless the CPC waives this requirement in part or in its entirety.

Supplementary contracts may be required by the Town Administrator's Office, depending on the details of the approved project. For construction projects, recipients of CPA funds and all contractors on the project may be asked to have their general liability insurer add the Town of Belmont as an additional insured. Proof of this coverage must be submitted to the CPC before any invoices can be paid using CPA funds. Projects on Town owned properties that are already required to indemnify the Town may be asked to reconfirm coverage before any invoices can be paid.

Updates to the CPC

Grant recipients will notify the CPC when work on projects has commenced and submit periodic project status updates. Progress Reports will be submitted to the CPC and incorporated into the Annual Town Meeting CPA package. Approved projects will be carried out in accordance with the terms outlined in the award letter and any supplementary contracts from the Town. Any significant deviations from the project as presented in the original **Final Application** must be approved by the CPC to ensure that such changes are CPA-eligible expenditures and within the scope of the project as approved by Town Meeting.

Grant recipients should contact the **Community Preservation Hotline** at **617-993-2774** or **Michael Trainor** at **mtrainor@belmont-ma.gov** to notify the CPC of any significant changes to their projects.

Expenditures

Invoices will be submitted to the CPC for their approval. Approved expenditures will be processed through the Town Accountant's Office and paid through the Treasurers Office. Any funds for a CPA project that remain at the completion of work will return to the general CPA fund once the project is officially closed. The remaining funds will then be reappropriated at the next Town Meeting, unless the CPC votes to approve the use of remaining funds for the completion of additional related work. In such cases, approval will be dependent upon whether the additional proposed work is within the general scope and intent of the original **Final Application**.

Closing Process

CPA grant recipients will notify the CPC in writing through a Final Progress Report when work is completed for their project. Once this notification is received, the CPC will review the initial acceptance letter to make sure that all terms and conditions have been met. The CPC will schedule a final site visit as appropriate with the CPA grant recipient to examine and photograph the completed work. If a final site visit is not appropriate for the project, the CPC may accept photographs or hardcopies of the deliverable as additional proof that the CPA project has been completed. The CPC will also generate a final summary of the CPA fund expenditures for the project. Once all tasks have been performed, the CPC will vote to officially close the project file.

Once the project file is officially closed, the CPC will work with the Town Accountant to return any unexpended funds to the general CPA fund. **Projects must be officially closed before June 30 of the current year for the funds to be available for reappropriation at the following year's Town Meeting.**

Additional Requirements

CPA grant recipients are required to acknowledge the Community Preservation Act in all press releases, publicity materials, news, and written or oral announcements about work supported by CPA funds.

Projects receiving CPA funds must be completed within 30 months following the Town Meeting approval, unless the CPC votes to approve an extension of time due to compelling and documented circumstances. Without such support, the CPC may recommend to rescind any remaining CPA funds at a subsequent Town Meeting.